



National
Aeronautics and
Space
Administration

Proposed Change to NASA Records Retention Schedule

1. TO: NASA Records Officer NASA Headquarters Code AO		3. FROM (Originating Office and Installation)	
2. THROUGH (Installation RM)			
4. FUNCTIONAL AREA (Office creating or accumulating records)			
5. PROPOSAL DATA			
a. SCHEDULE TITLE (From NPG 1441.1)			
b. SCHEDULE NO.	c. AGENCY FILING SCHEME NO.	d. ACTION <input type="checkbox"/> (1) NEW <input type="checkbox"/> (2) REVISE	(3) SCHEDULE AND ITEM NO. (If item d(2) was checked)
6. RECOMMENDED CHANGE OR ADDITION TO DISPOSITION INSTRUCTIONS (Describe proposed revision in column 6a and disposition in column 6b. If no change, so state.)			
a. DESCRIPTION OF RECORDS		b. DISPOSITION	
7. JUSTIFICATION FOR PROPOSED CHANGE			
8. TYPED NAME AND TITLE OF INITIATING OFFICIAL		9. SIGNATURE	10. DATE
11. RECORDS MANAGER			
a. RECOMMENDATION AND COMMENTS (Continue comments on reverse, or on separate sheet and attach) <input type="checkbox"/> (1) APPROVED <input type="checkbox"/> (2) DISAPPROVED			
b. NAME OF INSTALLATION RM		c. SIGNATURE	d. DATE
12. NASA RECORDS OFFICER			
a. ACTION TAKEN (Continue comments on reverse, or on separate sheet and attach) <input type="checkbox"/> (1) APPROVED <input type="checkbox"/> (2) DISAPPROVED			
b. TYPED NAME		c. SIGNATURE	d. DATE